

# BETHANY CHILD DEVELOPMENT CENTER

## Tuition Policy

- Tuition is due by the 1<sup>st</sup> of each month.
- After the 5<sup>th</sup> a late fee of \$25.00 will be added to your balance. An additional \$25.00 late fee will be added to your balance if payment is not made by the 10<sup>th</sup> of the month.
- A \$30.00 fee will also be charged for any checks returned to the CDC by the bank.
- A letter along with a copy of Bethany CDC's tuition policy and a current statement, will be sent by the CDC Director when an account is more than 30 days late from the original due date.
- Children will be suspended from the program when an account is delinquent for 45 days from the original due date.
- Children will be removed from the program and their spot filled from the waiting list when an account is not at a zero balance by day 60 from the original due date.
- Future enrollment for children removed from the program due to non or insufficient payment is subject to all delinquent tuition and fees being brought to a zero balance and is also subject to availability based on Bethany CDC's registration policy. At the time of re-enrollment, the first month's tuition must be paid in advance.
- School policy prohibits the refund or transfer of any tuition or registration payments except for military transfers or deployments.
- Discounted tuition for multiple children in a family is not available; however, lunch bunch rates are discounted for siblings.
- Tuition is calculated based on a yearly total and divided into 10 equal payments for your convenience. That means that holidays, in-service days and vacations (fall, winter and spring) do not change the monthly tuition rate. Since our program costs remain ongoing, fees are not reduced for days missed, including weather closings or absences of children due to illness or vacation.
- Tuition checks may be mailed or dropped off at the CDC office or in tuition pockets outside each classroom. Cash payments must be made in the CDC office so a receipt can be issued. Parents may also make credit or debit payments using the Smartcare Parent Web Portal or App. An automatic convenience fee will be added to all debit card and credit card payments.
- All accounts of children currently in the program must be paid in full prior to registration in order to be considered eligible to begin the registration process.
- A non-refundable and non-transferable registration fee is required for each child at the time of registration. Your child will not be officially registered until this fee is paid in full.
- The first preschool payment is due by July 1<sup>st</sup> to reserve your child's place in the program. A late fee of \$25.00 will be assessed on the 5<sup>th</sup> of July and the child will be removed from the program on July 10<sup>th</sup> if tuition has not been paid. Tuition is non-refundable and non-transferable. The remaining 9 tuition payments begin in September.
- The first kindergarten tuition payment, along with the kindergarten activity fee, is due by June 1<sup>st</sup> to reserve your child's place in class. A late fee of \$25.00 will be assessed on the 5<sup>th</sup> of June and your child will be removed from the program on June 10<sup>th</sup> if tuition has not been paid. Tuition is non-refundable and non-transferable in the event of withdrawal. The remaining 9 tuition payments begin in September.